

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5213
Job Title: Assistant Special Legal Counsel
Salary Grade: 24
Bureau: Office of President
Department: Office of President
Dept. Budget No. 010
Position I.D. 9500087
Shakman Exempt

Characteristics of the Position

General Overview

Serves as the associate legal counsel in the Office of the President, reporting to the Chief of Staff, Special Counsel or President as necessary, requested or directed. May act as legal advisor and counsel to President and Chief of Staff in matters related to the statutory authority and execution of powers of the President and County departments as requested by the President, Chief of Staff or Special Counsel. May function as a legal aide to directors or bureau chiefs as needed. Provides assistance in interpreting the legal ramifications of proposals, policy directives and other actions planned or undertaken by departments, bureaus, various elected offices, agencies or County Board. Serves as a Freedom of Information Officer and advises on matters related to the Freedom of Information Act. Works with the State's Attorneys Office as necessary or directed in order to evaluate litigation, respond to document requests, prepare for matters related to administrative review and address opinions related to federal, state or local legislation. Researches and drafts policies, procedures and ordinances as necessary.

Key Responsibilities and Duties

Provides legal advice in a variety of matters pertaining to the executive function as well as department and agency functions, duties, powers and responsibilities set forth and defined by the County ordinance, state or federal law.

Helps formulate and define legitimate and appropriate positions to be taken by the President or Chief of Staff. Conducts legal research and advises as necessary or requested.

Acts in tandem, where necessary, with legal advisors in the State's Attorney's Office and to coordinate efforts with legislative or civil proceedings where necessary, including on legal issues regarding the interpretation and enforcement of County Ordinances and policies.

Reads, analyzes and answers correspondence pertaining to a variety of legal questions of immediate concern.

May assist departments in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc.

Handles special projects of specific purposes and confidential nature as required.

Provides advice on procedural rules and policies pertaining to the interpretation and enforcement of applicable ordinances, as well as general policy and procedure.

Assists in drafting ordinances, agreements, contracts, policies, procedures and other relevant documentation.

Serve as a Freedom of Information Officer..

Reports matters of legal relevance to the President, Chief of Staff and/or Special Counsel.

Knowledge, Skills and Abilities:

Thorough and extensive knowledge of the law as it pertains to local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area including unincorporated areas of Cook County.

Skills in researching, interpreting and arguing law as it pertains to the responsibility and authority of the department; likewise, skilled in the legal analysis and interpretation of the rules, regulations, laws, ordinances and resolutions of the Cook County Board.

Transactional legal experience.

Ability to coordinate any of the above in connection with the State's Attorney and/or other designated counsel.

Knowledge of Freedom of Information and Open Meeting laws.

Knowledge of state, local and federal regulations.

Minimum Qualifications

Possession of a Juris Doctorate degree from an accredited School of Law and licensed to practice law in the State of Illinois PLUS a minimum of three (3) years of experience in the practice of law.

Preferred Qualifications

Excellent writing and communication skills.

Experienced in negotiating and drafting various legal agreements and ability to coordinate litigation efforts.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

